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Clerk-Typist, GS-4

Vacant

External Research Branch
Reports Division (D/R), O/RR

As Clerk-Typist, External Research Branch, D/R, maintains the External Research files and must be able to familiarize herself thoroughly with External Research activities. Types memoranda, letters of transmittal, and correspondence for the signature of the AD/RR and the Chief, D/R. Must be familiar with O/RR staff procedures and able to follow accepted forms of correspondence without direction.

Must be familiar with the basic elements of research, including library and reference work. Prepares routine reports from rough notes and drafts, including such items as distribution of documents, status of research, and transcript of conversations, interviews, and conferences.

Requires in typing not only facility and speed but also a high degree of accuracy and neatness and cleanness of copy in order to conserve time and materials, maintain an uninterrupted flow of work under pressure, and insure the mechanical correctness of the final copy.

Types rough drafts onto stencils and ditto sheets when necessary with a minimum of direction. Runs the ditto machine as required.

Requires initiative, versatility, and a good knowledge of office and filing procedures. Must be able to adapt herself readily to increasing responsibilities.

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